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DDA 84-0046/22
8 June 1984

MEMORANDUM FOR: Director of Central Intelligence

FROM: Harry E. Fitzwater
Deputy Director for Administration

SUBJECT: Weekly Report for Period Ending 8 June 1984

1. Progress reports on tasks assigned by the DCI/DDCI:

None.

2. Items/events of interest:

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b. The Agency's phone bill has been reduced \$169,831 per year and we have received credits totaling \$45,732 as a result of the purchase conversion of previously leased AT&T systems.

c. The Office of Communications and the Office of Personnel are developing and implementing policies and procedures for pay "banding" for a designated group of OC employees. This grouping of several pay grades is intended to make it easier for managers to reward employee performance and advance the more deserving ones up the pay ladder within a designated skills area.

d. In a recent forms review conducted throughout the Agency, a total of 98 forms were identified by component RMOs as no longer needed and were made obsolete. Of this total, 81 were DA forms. There are 1,655 active forms in the Agency, a reduction of 69 from the total of 1,724 forms in use a year ago.

e. Office of Information Services representatives arranged for the transfer of certain map negatives from the Office of Current Production and Analytic Support (CPAS) to the Agency's Fine Arts Commission. These negatives are used to produce the wall

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coverings around the first floor elevator banks in the Headquarters Building and are considered something of an "Agency treasure." The negatives will be stored in the Agency Records Center and can be retrieved when needed.

f. Three Delta Data terminals in the Defense Intelligence Analysis Center (DIAC) now have access to the unclassified SAFE development system. Dial up capability was installed at the DIAC, Bolling Air Force Base, on Thursday, 31 May.

g. The Office of Logistics is completing work on the 1984 unclassified version of the World Factbook. This is a major printing production requiring over 17,000 copies comprised of approximately 220 pages and 14 full color reference maps. This book has been in production for almost four months and is scheduled for completion in two weeks.

h. Meetings continue with the Office of Logistics and General Services Administration to complete the implementing details regarding the delegation from GSA to the Agency for maintenance and operation of the Headquarters Building. Negotiations should be finalized in the near future.

i. Quality of Life - We expect to soon complete the papering of walls in the basement level entry and elevator area. An earth-colored adobe texture vinyl cloth is being used. New formica top tables and oak seat frame chairs with nylon upholstery in six distinct colors have been ordered as replacement furniture for the North and South Cafeterias.

j. To be ready to implement the domestic relocation benefits when the implementing instructions are issued, the Office of Personnel arranged for Mr. Brian A. Moran, President of Moran, Stahl and Boyer, to deliver a presentation on the general workings of the relocation industry at Headquarters on 1 June. The presentation was followed by working sessions with Mr. Moran and various Agency representatives to discuss issues [redacted]. Mr. Moran also met with the Director and Deputy Director of Personnel and is preparing an option paper on relocation benefits available to the Agency to implement the Warner Bill.

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k. The Office of Personnel continues to monitor supplemental retirement proposals by attending the Federal Pension Forums sponsored by Senator Stevens' Subcommittee on Civil Service, Post Office, and General Services. The fourth forum, held last week, addressed pension funding, investments, and administrative issues associated with retirement programs. A key issue during the discussion centered on whether strategy for Federal retirement funds should be altered to include more liberal investments in the private sector. Several pros and cons were presented, but no general conclusion was reached.

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An OP representative will attend the fifth and final forum scheduled for 10 July.

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m. Ms. Nancy J. Risque, Special Assistant to the President for Legislative Affairs, and Ms. Pamela J. Turner, Deputy Assistant to the President for Legislative Affairs (Senate), visited the

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n. Since the April 1984 Career Trainee (CT) class is one of the largest in many years, their performance has been carefully monitored to determine whether there was any noticeable difference in terms of quality between the April 1984 class and recent CT classes.

Written performance on class tests shows that all CTs are maintaining at least a satisfactory average. The overwhelming majority of CTs are in the very good or excellent ranges on a scale which goes from unsatisfactory to excellent. In terms of overall performance, motivation, and seriousness of purpose, the current CT class appears to be somewhat superior to recent classes.

o. Assistance and guidance were provided to officials of the National Photographic Interpretation Center, Office of Technical Service, General Services Administration (Headquarters Building), and the Office of Data Processing to ensure that employees are not exposed to asbestos. This is a continuing Agency program to look for and alleviate any work environment related problems.

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On Wednesday evening, 13 June, the DDA will meet with the Professional Women's Course

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